

**TAMIU Deans' Council**  
**August 30<sup>th</sup> 9am – Noon**  
**KLM 430**

The meeting was called to order at 9am and began with College Updates:

- I. College of Education – has experienced struggles with faculty giving late notification of departure. This poses challenges for the College to find cover for the classes that already have students enrolled and for ensuring that job searches to replace the departed faculty member can be launched. College of Education is focusing on PLOS and assessment of those PLOs. They are developing strategies around service learning aspects of the college. College of Ed will host their first faculty forum in September. Advising is working well, move to lascherfische is working well. Had to move some rooms around for classes that need computer labs but were in lecture halls but that all went well.
  
- II. Killam Library – strategic planning began before the semester started and is making good progress. The library is under-staffed, with 45% of the vacancies in faculty lines. Library staff are working on hiring process to fill those vacancies. Reference desk will have online chat if staff members are unavailable to assist library visitors. The Panchita collection has moved to the 3<sup>rd</sup> floor where there is more space for families to move around.

Programs: the library is creating an online events calendar that's accessible to everyone. Upcoming events are a scholarly publishing workshop with information on how to select journals, what does open access means and ethical considerations regarding predatory journals. Information is below:

**Scholarly Publishing: Navigating the Academic Publishing Landscape**

Library workshop by Dr. Joan Murumba

**Thurs Sept 26<sup>th</sup> 10:00am-11:00am**

Registration: <https://tamiu.libcal.com/calendar/libevents/infoethics>

The library wants to celebrate faculty who are publishing books with a book launch where the faculty member will be invited to give an inaugural lecture on their book. The library wants to encourage all stages of students to think of themselves as researchers. One way to do this is to create a speaker series for faculty to discuss in-progress research to students so they see the entire research process.

The library wants to create a repository of all faculty creative works and make them publically available.

SACS standards demonstrate that the library has to do a lot more assessment to bring it in line with the standard for other libraries. Librarians responsible for information literacy and online learning will be available to faculty if they need students trained on using and searching library databases.

- III. College of Arts and Sciences – onboarding of faculty hired late in the summer has been a struggle, especially for adjuncts. There have been numerous constraints due to faculty

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immigration and visa issues. Increasingly international faculty are coming out of PhD programs with J-1 visas and that creates issues because J-1 contains a promise of return to their home country. Therefore, incoming faculty on J-1 have been placed on temporary visiting faculty lines while USCIS is petitioned to change their visa category. However, temporary lines come with a 5/5 teaching load and the faculty hired believed they would be on a 2/2 load. Dr. Ynalvez stated that faculty in this position had been petitioning him for reduced teaching loads to protect their research productivity. Dr. San Miguel explained that the teaching load cannot be lowered from the standard for visiting lines as to do so may interfere with their visa petition.

Faculty are experiencing issues with OIT providing support for apple products.

COAS is implementing research and development teams this academic year. Teams are on strict timelines for applying for federal grants. These will mostly be pedagogy grants.

COAS is asking every unit to create a flagship project - for example, biology's flagship project is to create a PhD in biotechnology. There are proposals to develop a PhD in data science, and psychology will be revisiting its proposal for a PhD. Faculty developing PhD proposals need to be realistic about the level funding TAMIU can offer to PhD students. Space exploration workforce is moving forward with its proposals which is consistent with the Governor's initiative on semi-conductors. Working group of mathematics faculty is tasked to ensure active thinking on space exploration within the state in collaboration with the planetarium.

COAS discussed the SWANK database – films that can be played at planetarium and in classrooms without violating copy-write laws. Cannot charge for viewing those films but can do things like open concession stand etc.

Bachelors in computer science and civil engineering is in development, hoping to have the proposal to be UCC by October 15<sup>th</sup>.

COAS Dean will meet with non-academic units, such as JROTC and advising to bring them up to speed with new initiatives at the college level. All units will be assigned a flagship project, to unite them.

COAS Brownbag will be a series of external speakers, sometimes in person and sometimes virtual. The purpose is to help rejuvenate research ideas within the college.

P&T– must comply with requirements for documentation properly. Have a large number of P&T applications in COAS. If applications are not submitted by the September 2<sup>nd</sup> deadline then the P&T process will not complete and the application will be pulled.

Each dept is asked to submit enhancement funds requests. On track for largest enrollment so far, and have surpassed 100,000 SCH, which is record breaking SCH. SCH generates funds to colleges, known as enhancement funds. Can use them for faculty travel to conferences because those experiences are considered broadening for faculty and thus also enhance instruction.

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Journey to R2 – COAS has a diversity of research funds, engineering has been aggressive in applying for and securing grants. COAS faculty have demonstrated success with grants from the NSF, NASA, and initiatives from Henry Cuellar's office. COAS wants to create research expenditures.

Going forward there will be an emphasis for faculty to publish in Q1 and Q2 journals.

COAS will recalibrate travel funding from \$1,800 to an increased amount (to be determined). However, there will be new requirements for conference travel – in addition to presenting a paper faculty will also need to attend workshops to increase pedagogy and to discuss how they have created research networks at their conference. Faculty will need to create a report of the professional activities they engaged in at the conference upon their return. COAS will give priority to funding national and international conferences rather than regional ones.

COAS website needs to be updated so that speaker series and research grants are highlighted. COAS wants faculty to give presentations on grant awards.

Study abroad – each and every study abroad needs to be assessed and have a depth of study and pedagogy. Dr. Maddan stated that the entire study abroad system will be reviewed and overhauled once his work on SACS has completed. COAS would also like to develop “research abroad” programs. COAS wants to increase research and service during study abroad. Needs to increase robustness and variety of the programs and ensure the shorter courses are meeting SCH requirements.

COAS would like to develop a research paper competition for undergrads and competitions for best thesis and best dissertation. The Graduate School discussed their plans for creating a competition for thesis students involving data blitz style presentations – 1 slide, 3 minutes. Dr. San Miguel asked COAS and the Graduate School to work together to ensure that they do not overlap in their initiatives. Both colleges were enthusiastic about this.

COAS has tasked the first year writing program with assessing students reading levels. Cautions were raised about how the institution makes sense of the results and support our students to help them improve their reading levels. Reading and writing levels can predict student retention – if reading levels are low students are more likely to drop out by their second semester.

- IV. College of Business – passionate about PhD programs and opportunities to create synergy across colleges. The Business School's international speaker series aligns with this developing uniqueness and developing our strengths. Business is moving along with its initiative of the banking academy, curriculum was completed for this prior to change of Dean in June and has since been rewritten and updated. The banking community is once again very interested and has reengaged with the initiative.

Business is creating an advisory council for the center of enterprise and economic development, with groups of influential people from industry who can inform curriculum needs and opportunities in order to prepare our students for positions in logistics and transportation areas.

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- V. Senate – was asked for insights regarding faculty morale at the start of the semester. Senate shared that faculty have been simultaneously handling issues with SYL, Blackboard Ultra, multiple changes to admin and the push to R2. Faculty have reported feeling overwhelmed by increased course caps while being told to increase research productivity. Senate also shared concerns over the length of the faculty assembly and the structure of an all-day meeting with no breaks and a working lunch. Senate reported that while faculty were encouraged to have the opportunity to discuss their programmatic needs with regards to the strategic plan and the push to R2, they also expressed questions over whether all faculty being present during the debrief of all departments was the best use of faculty time. Dr. San Miguel shared that she and Dr. Arenaz felt very positive about the faculty assembly and the contributions of faculty. Dr. San Miguel shared that the debrief was an important opportunity to discuss needs of the university and that similar events would be planned in the future.
- VI. College of Nursing and Health Sciences – Doctor of Physical Therapy program is on track and currently searching for program director. Nurse practitioner program has been highly ranked amongst nurse practitioner programs in Texas. There have also been challenges – the loss of lab space is creating anxiety amongst faculty and hiring speech therapists without lab space is very challenging. One possible solution is to convert unused faculty offices into a speech therapy lab.
- VII. University College – freshmen celebration is Friday September 6<sup>th</sup> at 3:30pm. Freshmen celebration is an important part of welcoming students making them feel as part of our community. Would like to have faculty in attendance.
- CRSM grant pays for a lot of development for faculty in areas such as developmental education and ensuring that university courses are kept up to date.
- University College runs 40 sections of courses and has experienced some challenges with OIT when it comes to copying course shells.
- There is an unanticipated issue with the common read book - book codes have not been delivered to students so those who opted for an electronic copy have been unable to access the the common read. Small number of students who opt out of books included wanted to buy a physical copy to have the author sign it, but can't buy it from the TAMIU bookstore. University College is aware of approximately 50 students who don't have a copy of the common read book. Dr. San Miguel enquired if faculty can donate their physical copies to the students who do not have copies. University College was receptive to this idea and asked faculty to reach out if they would like to donate the book.
- a. Graduate School - Enrollment continues to grow, should finalized in October. Fourteen online graduate courses requested coaches from Risepoint. Courses listed as TBD until the start of the semester are difficult for the Graduate School to support because by the time a faculty member is assigned there are no coaches left. For undergraduate courses there was not enough time before Fall semester for the roll-out of online TAs, but that is being planned for the future.

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Graduate faculty status – if faculty are teaching graduate course they must have graduate status. Faculty must apply for graduate membership it will not be automatically conferred. Full status is permanent as long as the faculty member remains at TAMIU (i.e. no break in service), **except** if the faculty member earns below a PPE score of three on research or teaching for two consecutive years. In the case of PPE scores below three for research or teaching the college dean must notify the graduate school and the faculty member must reapply for full membership after their scores increase OR they can apply for temporary membership. Only full members can direct thesis or dissertation. Temporary members cannot direct thesis or dissertation.

Dr. M. Ynalvez asked the graduate school if chairing dissertation is program specific – for example could a sociology professor chair a PhD in CRIJ? Graduate School stated that those decisions were entirely up to the program. Program handbooks dictate whether chairs and committee members are subject specific or multidisciplinary.

Thesis and dissertation deadlines updated for Fall, Spring and Summer. There will be an Open House on October 10<sup>th</sup> from 5pm – 7pm. Working on assistantships, fellowships and scholarships.

Franco Zamora has left the graduate school and has taken a full-time position elsewhere. His position was funded on the ARC grant, which has ended but was on a NCE for 1 year. The graduate school communicated a need to hire a replacement and ensure it will become a more permanent position.

- VIII. Office of Research and Sponsored Projects – will work to highlight research accomplishments and research awards to faculty. Will develop an ORSP seminar series that will occur once a month. Will also work to highlight faculty research accomplishments via news stories. ORSP is developing a webinar series of live 1-hour workshops for Fall. Back-to-back series on grant writing skills. In Spring there will be a 2-hour webinar series for new faculty to help them seek grant opportunities.

ORSP has begun to work with HANOVER Market Research to predict new in-need degree programs that give highest employment. Hanover also has webinars that faculty can watch on demand. See: <https://www.hanoverresearch.com/>

Presidential grant is due in October. Faculty who are unsuccessful at Presidential Research Grant will be encouraged to apply for the URDA – deadlines will be staggered. The redesigned ORSP website will have a new tab with faculty profiles so that collaborators can be found, this will be especially useful for faculty at other system schools who need to collaborate with an HSI for grants. ORSP will collect research statements to publish them on their website.

In addition to support for grants, ORSP is also in charge of compliance.

- IX. Office of the Provost: Sean Maddan stated that the roll out of SYL was largely successful and that any issues experienced only affected a small number of faculty. Any remaining issues should be resolved for Spring.

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SYL is not talking to the HB site as of Friday August 30<sup>th</sup> and therefore faculty may still need to email their department associates a copy of their syllabi. If SYL is not talking to the HB system by Monday the admins will need to start loading them – they will be notified if this is the case.

Ari Gonzalez - spring schedules are due to Provost's Office on September 20<sup>th</sup>, faculty need to be assigned to their courses for Spring so that the credentialing process can begin ASAP. Office of the Provost is seeking to improve the credentialing form so that chairs can submit one form per faculty. For SACS, faculty credentialing and rosters are largely completed, thesis credentialing needs to be improved.

Mentorship – 25 new faculty have been assigned their mentors: 19 from COAS, 2 from Business and 4 from COED. Fixed term or TT positions are eligible to be mentored, visiting lines are not. Deans discussed their internal mentorship programs (such as the one in the Business School) and whether they should be discontinued at the college level. Mentors will be trained and must be senior faculty (not TT or fixed term).

PROF center calendar and website (in parts) will go live on Monday September 2nd. On September 13<sup>th</sup> there will be a panel on AQ strategies and tools to enhance learning given by faculty who graduated from AQ. Will be a talk from Title IX about having difficult conversations on September 25<sup>th</sup>. In October events are planned around campus resources, unlocking student success and career services, also navigating the manuscript submission process, with TAMIU journal editors.

- X. At this point the meeting was running 25 minutes over schedule and so agenda items were skipped. A&M Law school skipped
- XI. P&T deadlines. Faculty on PTR cannot serve on P&T committees. Faculty can only serve on 2 committee levels from department, college and university– all serve on Dept, so can either serve on College **OR** University but not both. Faculty member applicant can address the committee at all levels, can be given 5 minutes but do need to notify the committee that they intend to do so.
- XII. Faculty searches portal should be open next week so chairs and deans can submit a form to request lines for faculty searches.
- XIII. Interfolio – skipped, will address at Executive Council instead.
- XIV. Provost councils – new meeting that will involve chairs, deans and associate deans. Each meeting will be focused on only topic at a time.

At Noon the meeting was adjourned.



# TEXAS A&M **INTERNATIONAL** UNIVERSITY

Office of the Provost and Vice President for Academic Affairs

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**Deans' Council**  
**August 30, 2024**  
**9am; KL 430**

- I. Updates from Deans, ORSP, and Faculty Senate
- II. Updates from Office of the Provost
  - a. Enrollment Numbers and Semester Credit Hours
  - b. Strategic Planning Meeting
  - c. A&M Law School
  - d. Adjunct Hiring Issues
  - e. SYL and HB 2504 Upload
  - f. Spring course schedule
  - g. Faculty Mentorship Program
  - h. SACSCOC and Adjunct Credentialing
  - i. Faculty Searches
  - j. Promotion and Tenure and Reclassifications (see below)
  - k. Provost Council
- III. Other?

Notes on P&T:

- Department and college committees should consist of at least five tenured faculty members. If a department does not have a sufficient number of tenured faculty to constitute a committee, then the Provost, in consultation with all tenured and tenure-track faculty of the department and the Dean, must appoint to the committee one or more tenured faculty members from related disciplines.
- All members of promotion and tenure committees are required to vote positively or negatively on each candidate (no abstentions), with the exception of members who have a familial relation

to the candidate. In such cases, the committee member cannot participate in either the deliberations or the vote.

- Department chairs serve as the chair of their department committees; Deans serve as the chairs of their college committees; and the Provost serves as the chair of the University Promotion, Tenure and Retention Committee. In all cases, the role of the chair is to ensure that applicants' dossiers are available to committee members, to call the meeting, to review the role of the committee, to ensure that the committee considers the merits of each application for promotion and tenure, to conduct secret balloting to determine the committee's recommendation for each applicant, and to oversee the count and announcement of ballot results. Because the committee's purpose is to form a recommendation to make to the administrator chairing the committee, the chair is to observe but not participate in the deliberations.
- The recommendation of a promotion and tenure committee regarding an applicant for promotion and tenure is to be determined by secret ballot. Committee members are to keep the deliberations regarding the merits of an application confidential.

Keep in mind:

- If there was an absentee vote, please disregard his/her vote.
- If the chair guided discussions about a candidate and/or attempted to sway a vote, hold another meeting and vote again.
- If votes did not occur by secret ballot, call another meeting and vote by secret ballot.

Deadlines:

**Promotion and Tenure Deadlines:**

May 1st	Dean notifies candidate of their eligibility for tenure and of the deadline for submitting the dossier to the dean's office
July 1st	Eligible faculty member submits letter of intent to apply for tenure/promotion to dean. This date also applies to faculty members applying for promotion to Professor.
September 1st	Dossier (see the <a href="#">Provost's website</a> for forms) is submitted to department for tenure/promotion and all promotions.
September 15th	Department promotion and tenure committee votes on candidates.
October 1st	Department chair makes recommendation to college promotion and tenure committee and dean.
October 15th	College promotion and tenure committee votes on candidates
November 1st	Dean makes recommendation to University Promotion and Tenure Committee
November 22nd	University Promotion and Tenure Committee votes on candidates
December 5th	Provost makes recommendation to the President
January 15th	President makes recommendation regarding award of tenure to Board of Regents

Faculty applying for reclassification—such as from fixed term to tenure-track must also follow the deadlines above. Dossiers must be submitted to the department by September 1<sup>st</sup>.

Faculty applying for promotion—such as from Instructional Assistant Professor to Instructional Associate Professor also follow the deadlines above. Dossiers must be submitted to the department by September 1<sup>st</sup>.